

OPTION LETTER

Exhibit _____

Date: _____ State Fiscal Year: _____ Option Letter No. _____

SUBJECT: *(Please indicate purpose by choosing one of the following)*

- 1 - Option to renew only (for an additional term)**
- 2 - Change in the amount of goods within current term**
- 3 - Change in amount of goods in conjunction with renewal for additional term**
- 4 - Level of service change within current term**
- 5- Level of service change in conjunction with renewal for additional term**

In accordance with Paragraph(s) _____ of contract routing number *(FY) (Agency) (Routing #)*, between the State of Colorado, Department of/or Higher Ed Institution *(agency name), (division name)*, and *(contractor's name)* the state hereby exercises the option for an additional term of *(include performance period here)* at a cost/price specified in Paragraph/Section/Provision _____, AND/OR an increase/decrease in the amount of goods/services at the same rate(s) as specified in Paragraph/Schedule/Exhibit

The amount of the current Fiscal Year contract value is increased/decreased by (\$ *amount of change*) to a new contract value of (\$ _____) to satisfy services/goods ordered under the contract for the current fiscal year *(indicate Fiscal Year)*. The first sentence in Paragraph/Section/Provision _____ is hereby modified accordingly.

The total contract value to include all previous amendments, option letters, etc. is (\$ _____).

APPROVALS:

State of Colorado:

Bill Owens, Governor

By: _____ Date: _____

Executive Director/College President]

Colorado Department of/or Higher Ed Institution _____

ALL CONTRACTS MUST BE APPROVED BY THE STATE CONTROLLER

CRS 24-30-202 requires that the State Controller approve all state contracts. This contract is not valid until the State Controller, or such assistant as he may delegate, has signed it. The contractor is not authorized to begin performance until the contract is signed and dated below. If performance begins prior to the date below, the State of Colorado may not be obligated to pay for goods and/or services provided.

State Controller
Arthur L. Barnhart

By: _____
Date: _____

Date Issued: February 10, 2003